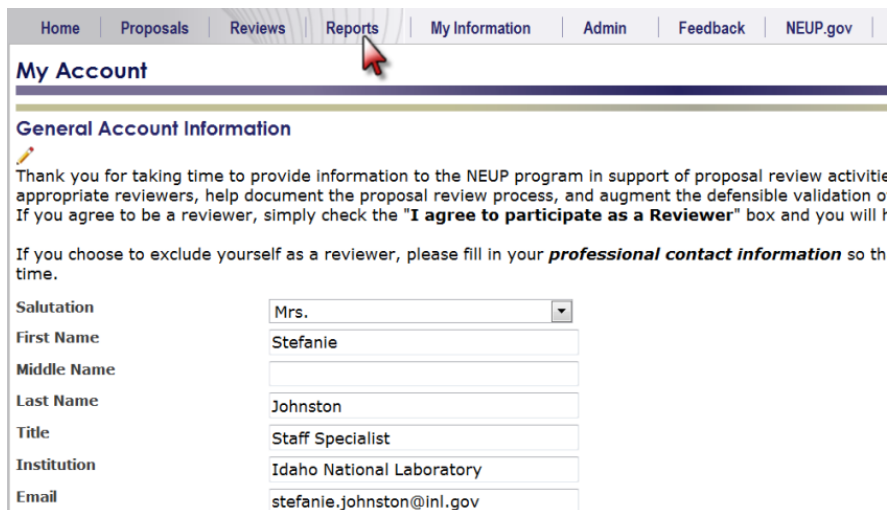


Quarterly Report Instructions

Visit www.neup.gov and log in at the upper right corner. For assistance, contact the NEUP IO at (208) 526-1104 or email Jenna.Payne@inl.gov.

After logging in, the My Account section will appear and general account information should be updated if necessary. Hover the mouse cursor over **Reports** and select **Quarterly Report**.



Home | Proposals | Reviews | **Reports** | My Information | Admin | Feedback | NEUP.gov

My Account

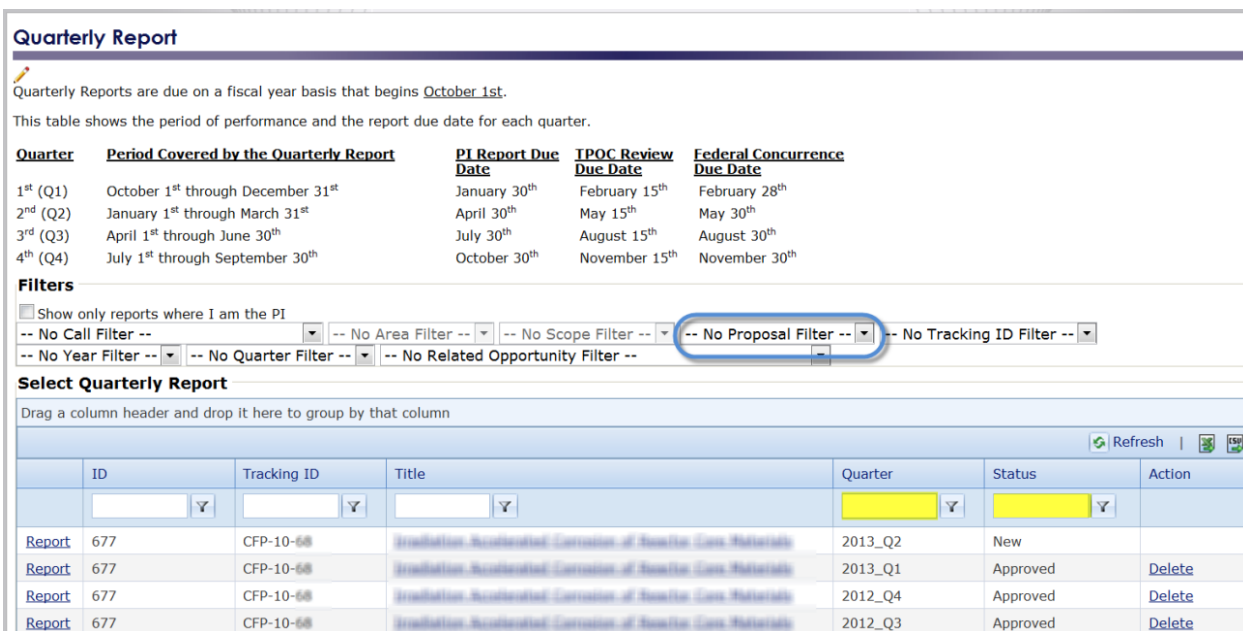
General Account Information

Thank you for taking time to provide information to the NEUP program in support of proposal review activities. If you agree to be a reviewer, simply check the "I agree to participate as a Reviewer" box and you will be added to the list of reviewers.

If you choose to exclude yourself as a reviewer, please fill in your **professional contact information** so that we can contact you at any time.

Salutation	Mrs.
First Name	Stefanie
Middle Name	
Last Name	Johnston
Title	Staff Specialist
Institution	Idaho National Laboratory
Email	stefanie.johnston@inl.gov

The Quarterly Report home screen will appear and there are several filtering options available to access reports. One way is to select the project ID from the 'No Proposal Filter' or by using the Quarter and Status filters. For example, type in 'New' under status, select 'Contains' and all reports in a New status will appear.



Quarterly Report

Quarterly Reports are due on a fiscal year basis that begins October 1st.
This table shows the period of performance and the report due date for each quarter.

Quarter	Period Covered by the Quarterly Report	PI Report Due Date	TPOC Review Due Date	Federal Concurrence Due Date
1 st (Q1)	October 1 st through December 31 st	January 30 th	February 15 th	February 28 th
2 nd (Q2)	January 1 st through March 31 st	April 30 th	May 15 th	May 30 th
3 rd (Q3)	April 1 st through June 30 th	July 30 th	August 15 th	August 30 th
4 th (Q4)	July 1 st through September 30 th	October 30 th	November 15 th	November 30 th

Filters

☐ Show only reports where I am the PI

-- No Call Filter -- -- No Area Filter -- -- No Scope Filter -- **-- No Proposal Filter --** -- No Tracking ID Filter --

-- No Year Filter -- -- No Quarter Filter -- -- No Related Opportunity Filter --


Select Quarterly Report

Drag a column header and drop it here to group by that column

	ID	Tracking ID	Title	Quarter	Status	Action
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Report	677	CFP-10-68	Irradiation Accelerated Corrosion of Reactor Core Materials	2013_Q2	New	
Report	677	CFP-10-68	Irradiation Accelerated Corrosion of Reactor Core Materials	2013_Q1	Approved	Delete
Report	677	CFP-10-68	Irradiation Accelerated Corrosion of Reactor Core Materials	2012_Q4	Approved	Delete
Report	677	CFP-10-68	Irradiation Accelerated Corrosion of Reactor Core Materials	2012_Q3	Approved	Delete

Various sections, such as Collaborators, allow users to import information from the previous quarter. Collaborators can now be updated each quarter to reflect current partners. This applies to the Students section as well.


Collaborators



Instructions

The **Import last quarter collaborators** button, located above the table, will import collaborators from the previous quarter. For new collaborators, select the **Add new Collaborator** button at the bottom of the table and save. Collaborators no longer involved with the project should be deleted.


Import last quarter collaborators

Name	Organization	Phone	Email	State	City	Action
 David Barfield	University of Notre Dame					Edit Delete

+ Add new Collaborator

Current Status should reflect the progress of the project and provide plans of action for any existing issues and concerns. All fields should be updated directly; avoid uploading a document in place of this section.

Current Status



Instructions

The **Import last quarter status** button, located above the table, will import the status from the previous quarter. The Current Status is the project status only and not for scientific information. To enter in a new task and status do the following:

1. Click on the **Add New Task** button located at the bottom of the table
2. Label the task
3. Provide a brief status
4. Describe any issues and/or concerns
5. Offer a corrective action plan
6. Click the **Save task** link to save all work

Hints

Text alone can be pasted into the report by the steps below:


1. Copy text from other file
2. Click inside the desired box
3. Press 'Ctrl' and 'V' at the same time
4. Allow the system to 'clean' the content pasted

To provide additional scientific information, upload a PDF or Word file in the 'Patents/Publications/Presentations/Reports' section.

[Sample Report](#)

****This information is exported into the summary report submitted to DOE-HQ. Provide a description of the status, issues/concerns, and corrective action plan that can be exported rather than referring to an attachment.****

Import last quarter status


Task	Status	Issues/Concerns	Corrective Action Plan	Action
 Information of the distributed computing for		none	none	Edit Delete

+ Add new task

Page: 1 of 1 Go Page size: 3 Change Item 1 to 3 of 3

Any documents to support information entered can be uploaded in the Patents/Publications/Presentations/Reports section as shown below.

Patents/Publications/Presentations/Reports



List any publication, presentation, patent, or report during the current quarter. Note that quarterly reports should be labeled as reports. Include the following information:

- Select the type of document it is (publication, report, etc.)
- Complete title of the presentation, publication, patent, etc.

Milestones can also be imported and new ones added. Below this table, be sure to enter the overall percent complete in order to submit a report. No characters are allowed in this field. To enter 95%, simple enter 95.

Milestones

Instructions

The **Import last quarter milestones** button, located above the table, will import information from the previous quarter. To add new milestones, select the **Add new milestone** button and click the **Add** button when finished entering the fields.

Below the milestones table, the **Overall Percent Complete** box must be filled out with numbers only, no characters.

Import last quarter milestones

Overall Percent Complete

95

The spend plan should have the planned amount entered for the duration of the project initially with actual spending reported each quarter.

Spending Plan

Enter the spend plan for the full term of the project. Each quarter, report actual spending or invoiced amounts.

Total Awarded: \$798,944.00

ID	YearDisplay	Planned Amount \$	Cumulative Amount	Actual Spending	Cumulative YTD	Remaining Funds	Percent Spent
1	Year 1 Q1	\$67,595.25	\$67,595.25	\$40,218.00	\$40,218.00	\$758,726.00	5.03 %
2	Year 1 Q2	\$67,595.25	\$135,190.50	\$184,189.00	\$224,407.00	\$574,537.00	28.09 %
3	Year 1 Q3	\$67,595.25	\$202,785.75	\$126,762.00	\$351,169.00	\$447,775.00	43.95 %
4	Year 1 Q4	\$67,595.25		\$12,766.00	\$363,935.00	\$435,009.00	45.55 %
5	Year 2 Q1	\$52,465.25		\$20,682.00	\$384,617.00	\$414,327.00	48.14 %
6	Year 2 Q2	\$52,465.25		\$28,917.00	\$413,534.00	\$385,410.00	51.76 %
7	Year 2 Q3	\$52,465.25		\$32,058.00	\$445,592.00	\$353,352.00	55.77 %
8	Year 2 Q4	\$52,465.25	\$480,242.00	\$41,153.00	\$486,745.00	\$312,199.00	60.92 %
9	Year 3 Q1	\$40,259.50	\$520,501.50	\$14,071.00	\$500,816.00	\$298,128.00	62.68 %
10	Year 3 Q2	\$40,259.50	\$560,761.00	\$0.00	\$500,816.00	\$298,128.00	62.68 %
11	Year 3 Q3	\$40,259.50	\$601,020.50	\$0.00	\$500,816.00	\$298,128.00	62.68 %
12	Year 3 Q4	\$40,259.50	\$641,280.00	\$0.00	\$500,816.00	\$298,128.00	62.68 %
13	Year 4 Q1	\$39,416.00	\$680,696.00	\$0.00	\$500,816.00	\$298,128.00	62.68 %
14	Year 4 Q2	\$39,416.00	\$720,112.00	\$0.00	\$500,816.00	\$298,128.00	62.68 %
15	Year 4 Q3	\$39,416.00	\$759,528.00	\$0.00	\$500,816.00	\$298,128.00	62.68 %
16	Year 4 Q4	\$39,416.00	\$798,944.00	\$0.00	\$500,816.00	\$298,128.00	62.68 %

Total Award, Planned Amount and Cumulative totals should all match.

Update each quarter with actual costs.

Page: 1 of 1 Go

Page size: 16 Change

Item 1 to 16 of 16

The report can be edited and saved at any time. When it's complete, select 'Save and Submit' to send notification to the TPOC to review.

Save

Save and Submit

TPOC Comments:

Federal Approval: